

Helena JSEC Meeting Minutes

October 21, 2009

Members Present:

Gary Willis	Shodair Hospital
Robert Ward	Enterprise Rent-a-Car
Cathy Wood	Student Assistance Foundation
Rosie Walsh	Carroll College
Darlene Chamberlin	Helena High School
Pat Roth	Glacier Bancorp, Inc.
Alan Thompson	UM – Helena College of Technology
Charles Geary	Department of Corrections
Hayley Emly	American Federal Saving Bank
Deb Buxbaum	Helena Job Service Workforce Center
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center

Introductions: Gary W. began the meeting by asking everyone to introduce themselves. We had a new member, Hayley Emly. Hayley works for American Federal Savings Bank. Kelly McArdle, who has represented American Federal in the past, is attending school at this time.

Minutes: The May 2009 Minutes were approved as written. These were the last official minutes that we had before our summer break. Gary W. asked Sandy H. to give an update from the breakfast last month. Sandy reported that we had about 25 people in attendance. Carolyn D. gave a short introduction about JSEC. Linda McCauley was presented with her 20 year service pin. Mike Cooney, Workforce Services Administrator, joined us. He is very supportive and interested in what we do. We ate and enjoyed one another's company.

Treasurers Report: Robert W. reported that we have \$271.86 in the Mike Bullock Scholarship account and \$5,463.80 in the JSEC account.

Financial Purge: In preparation for our nonprofit status, Robert W. also queried the members present on what they thought about purging financial records that were at least 5 years old. There was some discussion on the legal reasons for keeping those records. Gary W. suggested we archive them.

Gary W. asked Dave L. how our nonprofit plans were coming along. Dave said that we need to get the pieces together; financial statements, history of the organization, affidavits, character, purpose, articles of incorporation, by-laws, that kind of thing. The committee (Dave L., Robert W. and Gary W.) will get all of that together so that come January 1, they will be ready to file with the Secretary of State.

Manager's Report: Deb B. pointed out that the Job Service has been very busy. She showed a graph of our average daily customer comparison from 10/08-09/09. One day last week, we had 471 people through the door. Job Service is seeing a real increase in Unemployment Insurance customers again, some of it due to the colder weather. The construction trades didn't start posting jobs until later into the summer; it is usually more spring time.

Deb B. also mentioned that Job Service gets some AARA stimulus money, and will be hiring a one-year temporary front desk position (through September 30, 2010). This will help free up consultants to meet with customers. We received 50 applications for that position. Some extra veteran's funding came in as well. So Shak, our DVOP (Disabled Veterans Outreach Program), will be full time through June 30, 2010. Our office will also be piloting an Unemployment Insurance project. UI will be responsible for the project management of the program. It will be piloted in Helena and in Billings because that's where the UI telephone centers are located. The project will be similar to the Worker Profiling process where people are required to come into the office and go through orientation and assessment. The strategy is to try and get people back to work sooner with our intervention. We will compare two control groups to see if there are any differences between requiring them to come into the office and meet with us, and those that we just leave to their own devices. The pilot will begin on February 1st. Job Service will also be getting a new co-location partner. Hopefully this fall, but maybe not until January. Department of Public Health and Human Services will be placing the person in our office part time and possibly fulltime. The person will serve as a job coach for people with disabilities. Toni Svalessen from Rural Employment Opportunities moved into the Helena Job Service in July. Workforce Services also has a new Bureau Chief. Tiffany David is from Coeur d'Alene, Idaho. She previously lived in Montana and graduated from Carroll College.

Carol Rule, Dave L. and Deb B. will be attending a Target Industry Analysis group that will be discussing workforce issues. Terry Myhre from Montana Business Assistance Connection is heading that up. Deb B. stated that she started Leadership Helena in September.

Gary W. asked Deb B. if the staffing at Job Service was the same as last year. She stated that we had some vacancy savings and some people moving around into different positions, but leveraged our resources well and didn't need to make any layoffs.

Deb B. mentioned that Helena Job Service has created a Career Closet for some of our customers that may not have appropriate interview clothes or enough clothes until they get a pay check. It is small, but has clothing for both men and women. Gary W. proposed that Deb contact Wal-Mart because when they get rid of their extra stuff, they'll rotate the merchandise to different organizations. Deb has done some generational training for Wal-Mart Managers and will contact them about the merchandise.

Scholarship Review: Tina W. and Sandy H. have had some discussions over the summer about the Scholarship. We wanted to have the members review the Scholarship to see if there are any changes needed. The Social Security number has already been eliminated. Tina would like to put it online, but we would still keep the capability of submitting a paper copy. It seems that most young adults would prefer to fill out and submit their scholarship application online, and more students may apply. The Scholarship has not been thoroughly reviewed for quite some time. It's a while before we give out the scholarship again, but we wanted to start the process since we only meet once a month.

The Committee has talked several times about doing two scholarships. Plus other suggestions like raising the scholarship amount, or giving \$500.00 to the same person for each year that they attended school up to four years. Rosie W. supported the idea since there are a lot of scholarships available for first-year college students, and a common complaint in higher education is that a lot of that support stops

after the first year. We are particularly talking about kids from disadvantaged backgrounds making up that difference; it is really difficult for them and can be a deterrent to students. Gary W. asked if they would have to have a certain grade point average. Discussion followed about how to get the transcripts since they may get eroded electronically and they have to be requested on a form that has a live signature. Rosie W. suggested that it might have to be the institution that sends them electronically, and even then there might be some issues with the high schools having that capability. The schools could possibly set up a system with the ability to attach it, with a password or something to get into it. Darlene C. didn't think it would be doable for the high schools. We also need to keep in mind that we have Home Schools and Christian Schools that are eligible as well. Robert W. reminded us that we need to consider the criteria we have for Mike Bullock, but do we help someone get in the door who traditionally wouldn't qualify for a scholarship and then abandon them after the first year? Gary W. asked if Chris Wilhelm has ever seen our scholarship, and how it relates to the MSEC (Montana State Employers Council) Scholarship. Sandy H. will make sure she gets a copy. He then recommended everyone take this packet home and go through and see if there is anything that pops out at you. Bring it back at the next meeting, and we will talk about it.

Sandy H. passed around a thank you card from our 2009 Mike Bullock Scholarship winner, Janyssa Overturf.

Hidden Agenda: Deb B. wanted to thank Darlene C. and Helena High School for the opportunity to speak to the young adults there about preparing for the workforce and further education. Deb B. has been presenting this information in conjunction with the Choices Program through the US Chamber of Commerce, and she appreciates Helena High embracing the Program.

Gary W. has not had a chance since our spring Innovation in Business Conference to thank Sandy H., Dave L., Deb B., and all of the other JSEC Members, Job Service Staff, and Board Members that participated in that. He received excellent, excellent feedback on that, and had many people tell him it was the best one they've ever attended. On that subject, Gary W. was wondering if we ever got and accounting of the fundraisers. He asked Deb B. if she would check with Chris W. on that. Gary will bring it up at the MSEC fall meeting as well. *(Update): Records show that our local JSEC took in 25% of the Raffle (\$238.00) and our half of the 50/50 (\$252.00). Robert confirmed that we deposited \$490.00 on June 2, 2009. The other part of the Raffle (75%) should go to MSEC. That was given to Chris. MSEC also received all of the proceeds from the auction.*

Dave L. asked the group if anyone would be interested in sponsoring the purchase of USB drives for the Helena Job Service customers. We have been selling diskettes and rewritable CD's to our customers that need them to save their work on, and these have been failing. The diskettes also are not compatible with some computers anymore. Dave L. did some research and found USB drives for \$5.00 per unit. The less units you buy, the greater the cost. It would be about \$1,000.00 invested upfront to get them at that price. Businesses can use these as a promotional item. There would be a logo on each side with whatever you wanted to say on it, two colors, shipping is free. We would sell these to the job seeker for \$4.00 per unit to keep it affordable. In the past, we have sold the diskettes and CD's for about \$.50 cents; just enough to cover the cost for replenishing our supply. Charles G. asked how big the units were. Dave L. said 65-68 megabits. Charles thought he had seen those at Wal-Mart for \$2.00 each.

He will check on that and get back to Dave L. Anyone who is interested in sponsoring a side should contact Deb B. or Dave L. Deb B. has already asked Kelly at Student Assistance Foundation if they would be interested, but she hasn't heard back yet.

Dave L. has been working on some diversity training with Anna K. She is the local SHRM Chapter's Diversity Chair. Dave contacted the Human Rights Bureau, and they had a few different DVD's and videos. He found one from the TV show, Murphy Brown that is about a 25 minute long. Usually we try to keep sexual harassment training on a serious level, but this video was to the point in a humorous manner. Dave asked if the group would like to watch it. Gary W. suggested it be put on the agenda for November. Speaking of Anna K., Gary W. said that she was nominated to take his place as Region II Rep. for MSEC.

Suggestions for November: Gary W. proposed that we try to recruitment some new members. He also asked Deb B. if Job Service was going to hold an Open House this year.

Deb B. will be inviting everyone via e-mail to an Apprenticeship 101 presentation to be held at the Job Service in rooms 2 and 3 from 8:00 a.m. to 10:00 a.m. Darlene C. asked Deb if she could send her a handout since she talks a lot about apprenticeship to her class at Helena High, and she will be unable to attend.

Meeting adjourned.

Next Meeting:

- November 18, 2009
- Wednesday
- 3:30 p.m.
- Helena Job Service
- Room 1
- Treats – A2Z Personnel